

Instructions for Completing the Application Form for the Louisiana Environmental Laboratory Accreditation Program

(Last Updated 05/07/2007)

Purpose:

This application form provides a means for environmental laboratories to apply for accreditation to submit environmental laboratory data as required by LAC 33:I.Subpart 3. The application form also provides the information needed to assess fees for the parameters a laboratory is accredited to perform.

Explanation and Definition:

The "Application for Environmental Laboratory Accreditation" is to be completed by environmental laboratories applying for certification in accordance with LAC 33:I.Subpart 3. The completed application form, attachments, and enclosures, **with the required \$660.00 application fee**, are to be submitted to the Louisiana Department of Environmental Quality, Environmental Laboratory Accreditation Program.

"Section by Section Instructions":

Section A. Purpose of Application: Check the blank that identifies whether the laboratory is applying for initial accreditation, renewal accreditation, reaccreditation, or accreditation for additional parameters.

Section B. Type of Accreditation: Check the blank that identifies whether the laboratory is seeking accreditation to operate only in Louisiana or in multiple states.

Section C. Laboratory Name: Enter your laboratory's official or legal name. If your lab is a branch office or a substation of the Company, specify the location or the branch name after a dash. Limit name to 27 characters (including punctuation and spaces) for computer entry.

Note: What you put here is exactly how your laboratory name will appear on the certificate and in all of our records.

Section D. Mailing Address: Enter the complete mailing address of the office where correspondence should be sent (i.e., P. O. Box). Also, if the lab is located in Louisiana, enter the parish code referencing the attached list of parish codes.

Section E. Shipping Address: Enter the street address of your laboratory (not P. O. Box). If no street address has been assigned, enter a location or description. Also, if the lab is located in Louisiana, enter the parish code referencing the attached list of parish codes.

Section F. Billing Name and Address: Enter the name and complete address of the office where the invoice for fees should be sent. Also, if the lab is located in Louisiana, enter the parish code referencing the attached list of parish codes.

Section G. Laboratory Telephone Number: Enter your laboratory's business telephone number.

Section H. Laboratory FAX Number: Enter your laboratory's telefax machine number if one is available.

Section I. Laboratory Internet E-Mail Address: Enter the internet e-mail address for your laboratory if

Geotechnical Soil Testing		\$330
Minor Conventional Parameters (BODs, O&G, TSS, Fecal & Total Coliform, Residual Chlorine Only)*		\$264
any other category. This category is for laboratories seeking accreditation for these parameters only. *Do not check this category if you checked	Total Test Category Annual Fee	\$ 1980

TOTAL ANNUAL FEE CALCULATION

Total Test Category Annual Fee (From above)	\$ 1980
Annual Surveillance and Evaluation Fee (ASEF) Add \$330 if you checked only one Test Category above.	\$ 0
Total Annual Fee for Your Laboratory Total Test Category Annual Fee + ASEF (if applicable)	\$ 1980

Section P. Clean Water Act Methodology: Circle the approved method(s) for each Clean Water Act parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. ***If the laboratory is seeking accreditation for additional methods not listed in a table in this Section, the parameter, method, and other necessary information (including the page number of the corresponding table) should be listed in the Miscellaneous Methodologies Table in Section V.*** For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program. Organic parameters must be listed by method and analyte in Section V.

Section Q. Solid and Hazardous Waste Methodology: Circle the approved method(s) for each Solid and Hazardous Waste parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. ***If the laboratory is seeking accreditation for additional methods not listed in a table in this Section, the parameter, method, and other necessary information (including the page number of the corresponding table) should be listed in the Miscellaneous Methodologies Table in Section V.*** For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program. Organic parameters must be listed by method and analyte in Section V.

Section R. Shellfish Waters and Meats Methodology: Circle the approved method(s) for each Shellfish Waters and Meats parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. ***If the laboratory is seeking accreditation for additional methods not listed in a table in this Section, the parameter, method, and other necessary information (including the page number of the corresponding table) should be listed in the Miscellaneous Methodologies Table in Section V.*** For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program.

Section S. Other Plant and Animal Tissue Methodologies: Write in the approved method(s) for each plant and animal tissue parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. For

out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program.

Section T. Clean Air Act Methodology: Circle only the approved method(s) that the laboratory is seeking accreditation to perform. Out-of-state laboratories: The states certifying Authority's certificate must reflect the appropriate certification for each method circled. **NIOSH & OSHA Methods:** In the space below, write in the number of the NIOSH or OSHA method that the laboratory is seeking accreditation

to perform. **Other EPA Methods:** In the space below, write in the number of the EPA-approved methods the laboratory is seeking accreditation to perform. (Examples: EPA 15; EPA 23; EPA 114; R-1 to R-64). ***If the laboratory is seeking accreditation for additional methods not listed in a table in this Section, the parameter, method, and other necessary information (including the page number of the corresponding table) should be listed in the Miscellaneous Methodologies Table in Section V.***

Section U. Radiological Methodology and Equipment: Circle the approved method(s) for each radiological parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program. Write in the required information regarding laboratory instrumentation.

Section V. Miscellaneous Methodologies: Write in approved parameters and methods for which the laboratory seeks accreditation which are not found in previous Sections in the application. This includes additional methods corresponding to parameters listed in the tables in previous Sections in the application and also parameters and methods that do not fit in any of the tables in previous Sections in the application.

Section W. Quality Control: Check the quality control practices used by your laboratory with the frequency they are performed. If a Section does not pertain to your laboratory, include "NA" in the comment section. The laboratory's quality assurance plan and a list of standard operating procedures must be submitted with the completed application package.

Section X. Statement of Validation: The application must be signed and dated by the Laboratory Representative attesting to the validity of the information documented in the application.

Section Y. Designation of Laboratory Representative: The Laboratory Representative must be designated by the laboratory's governing body (owners, directors, commissioners, councilmen, mayor, board members, or whosoever occupies the status of proprietor).

Section Z. Attestation of Compliance Form: Complete the form with the appropriate signatures and return it with your application.

NOTE: APPLICATION MUST BE TYPED. THE SHADED AREAS ON THE APPLICATION ARE FOR OFFICE USE ONLY. PLEASE DO NOT MARK IN THESE AREAS.

Office Mechanics and Filing:

One copy of the application form needs to be completed. The completed application form and a copy of the application form, along with the application fee, attachments, and enclosures need to be routed

to the Louisiana Department of Environmental Quality, Environmental Laboratory Accreditation Program. The mailing and shipping address appear below:

Mailing Address:

Office of Environmental Assessment
Louisiana Environmental Laboratory Accreditation Program
P. O. Box 4314
Baton Rouge, LA 70821-4314
Attn: Mr. Paul Bergeron

Shipping Address:

Office of Environmental Assessment
Louisiana Environmental Laboratory Accreditation Program
1209 Leesville Avenue
Baton Rouge, LA 70802-4336
Attn: Mr. Paul Bergeron

Please retain a copy of your completed application form in your file for future reference. If you have any questions concerning the application form or the Environmental Laboratory Accreditation Program, please call (225) 219-9800.

PARISH CODES AND FIPS CODES

PARISH CODES

Parish Acadia Allen
Ascension Assumption
Avoyelles Beauregard
Bienville Bossier Caddo
Calcasieu Caldwell
Cameron Catahoula
Claiborne Concordia
DeSoto

Parish Code 001 003 005
007 009 011 013 015 017
019 021 023 025 027 029
031

Parish Madison Morehouse
Natchitoches Orleans Ouachita
Plaquemine Pointe Coupee
Rapides Red River Richland
Sabine St Bernard St Charles St
Helena St James St John the
Baptist

Parish Code 065 067 069 071
073 075 077 079 081 083 085
087 089 091 093 095

Parish East Baton Rouge East Carroll East Feliciana Evangeline Franklin Grant Iberia Iberville Jackson Jefferson Jefferson Davis Lafayette Lafourche La Salle Lincoln Livingston	Parish Code 033 035 037 039 041 043 045 047 049 051 053 055 057 059 061 063	Parish St Landry St Martin St Mary St Tammany Tangipahoa Tensas Terrebonne Union Vermilion Vernon Washington Webster West Baton Rouge West Carroll West Feliciana Winn	Parish Code 097 099 101 103 105 107 109 111 113 115 117 119 121 123 125 127
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FIPS CODES

Table 1: FIPS State Codes for the States and the District of Columbia

Name	FIPS State Numeric Code	FIPS State Alpha Code	Name	FIPS State Numeric Code	FIPS State Alpha Code
Alabama	01	AL	Missouri	29	MO
Alaska	02	AK	Montana	30	MT
Arizona	04	AZ	Nebraska	31	NE
Arkansas	05	AR	Nevada	32	NV
California	06	CA	New	33	NH
Colorado	08	CO	New Hampshire	34	NJ
Connecticut	09	CT	New Jersey	35	NM
Delaware	10	DE	New Mexico	36	NY
District of Columbia	11	DC	New York	37	NC
Florida	12	FL	North Carolina	38	ND
Georgia	13	GA	Ohio	39	OH
Hawaii	14	HI	Dakota	40	OK
Idaho	15	ID	Ohio	41	OR
Illinois	16	IL	South Dakota	42	PA
Indiana	17	IN	Oklahoma	44	RI
Iowa	18	IA	Oregon	45	SC
Kansas	19	KS	Pennsylvania	46	SD
Kentucky	20	KY	Rhode Island	47	TN
Louisiana	21	LA	South Carolina	48	TX
Maine	22	ME	Tennessee	49	UT
Maryland	23	MD	Texas	50	VT
Massachusetts	24	MA	Utah	51	WA
Michigan	25	MI	Vermont	53	WV
Minnesota	26	MN	Virginia	54	WI
Mississippi	27	MS	Washington	55	WY
	28		West Virginia	56	
			Wisconsin		
			Wyoming		

Table 2: FIPS State Codes for the Outlying Areas of the United States, the Freely Associated States, and Trust Territory

Area Name American Samoa Federated States of Micronesia Guam Marshall Islands Northern Mariana Islands Palau Puerto Rico U.S. Minor Outlying Islands Virgin Islands of the U.S.	FIPS State Numeric Code 60 64 66 68 69 70 72 74 78	FIPS State Alpha Code AS FM GU MH MP PW PR UM VI	Status 1 3 3 4 1 2 1
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Status:

- 1 Under U.S. sovereignty
- 2 An aggregation of nine U.S. territories: Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Island. Each territory is assigned a FIPS County Code in FIPS PUB 6-3, and may be individually identified through a combination of the FIPS State Code (74 or UM) and the appropriate FIPS County Code.
- 3 A Compact of Free Association with the United States of America is now in full force. It was announced by Presidential proclamation on November 3, 1986.
- 4 Remains a trust territory.

Table 3: FIPS State Numeric Codes for the Individual Minor Outlying Island Territories

FIPS State Numeric Code 81 84 86 67 89 71 76 95 79
Area Name Baker Island Howland Island Jarvis Johnston Atoll Kingman Reef Midway Islands Navassa Island Palmyra Atoll Wake Island

FIPS PUB 5-2

CHANGES REQUEST FORM TO FIPS PUB5-2

CODES FOR THE IDENTIFICATION OF THE STATES, THE DISTRICT OF COLUMBIA AND THE
OUTLYING AREAS OF THE UNITED STATES, AND ASSOCIATED AREAS Institute for Computer

Science and Technology Technology Building, Room B-14 National Bureau of Standards